

LECTURER: ADMINISTRATION

Person Specification

Attributes	Essential	Desirable
Qualifications	Degree or equivalent in Administration or other relevant area.	Teaching qualification Assessor and verifier units
Experience	Relevant current experience in FE/HE lecturing in Business Administration or current industrial experience in a managerial administrative role.	Experience in digital office technologies eg On-line collaboration tools; Web 2 technologies and business use of social media.
Skills/Knowledge	<p>Good oral and written communication skills.</p> <p>Strong organisational and planning skills</p> <p>Strong communicator, confident and clear spoken</p> <p>Good time management skills including working to deadlines.</p> <p>Excellent IT skills using Microsoft Office 365.</p>	<p>Knowledge of Sage Accounts and Payroll</p> <p>Experience of compliance with Quality Assurance procedures</p> <p>Experience of developing and adapting teaching materials to fully engage students</p>
Other	<p>Ability to work under instruction, on own initiative or as part of a team</p> <p>Ability to deal with people at all levels in a positive manner</p> <p>Highly motivated with a willingness to be adaptable and flexible.</p>	